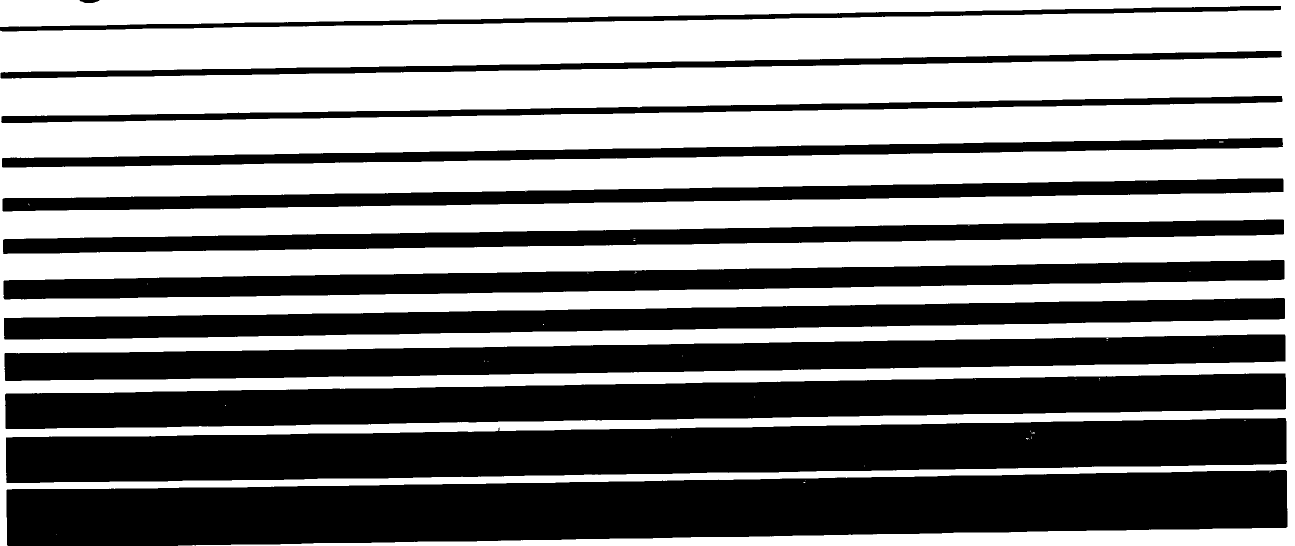


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Directorate of **ADMINISTRATION** Organization & Functions



Management Staff, October 1984

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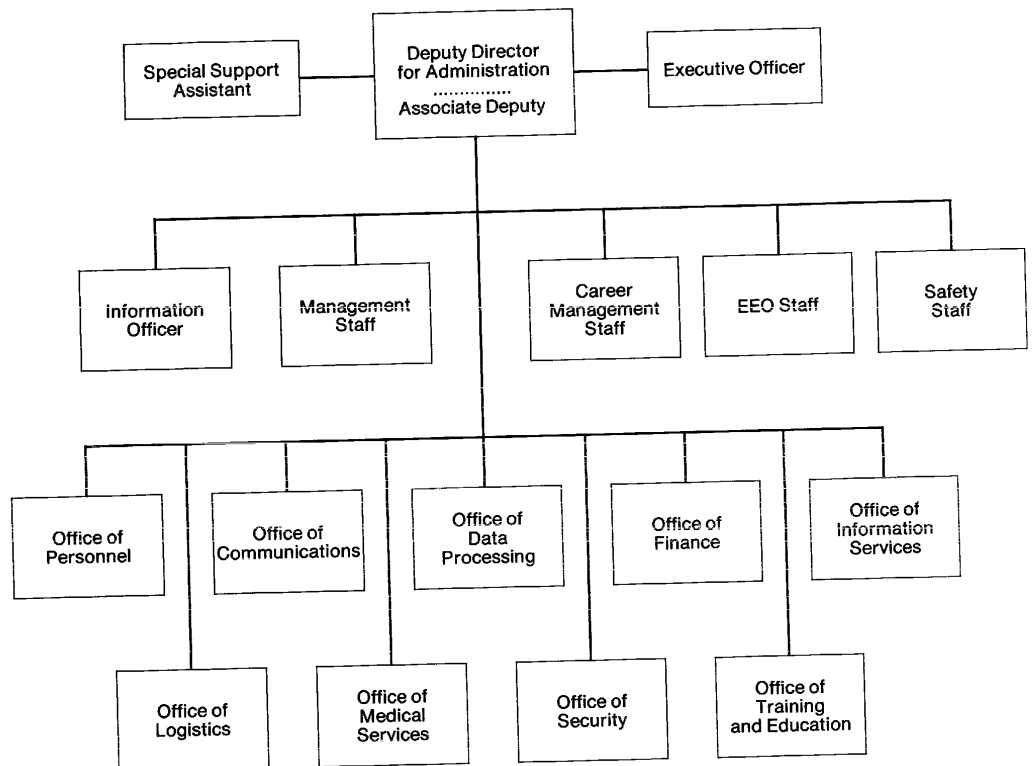
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Office of the Deputy Director for Administration

Overall Functions

The Directorate is responsible for providing support to all Agency intelligence, operations, and related activities. The Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to the DCI and DDCI, the Executive Committee, and the other Deputy Directors. He provides leadership and direction to the Directorate of Administration office heads.

Directorate Of Administration Offices



Executive Officer

Performs the vital function of managing the flow of paper that concerns the Office of the DDA, assigning action requirements to staff elements or the offices of the Directorate, establishing suspense dates, and monitoring those dates. Acts in the capacity of Executive Officer for the Office of the DDA and the Directorate and as Executive Assistant to the DDA and ADDA.

Special Support Assistant

Ensures adequate, proper, and timely support to the Operations Directorate. Serves as the focal point for the Deputy Director for Administration and the Deputy Director for Operations for the resolution and coordination of support problems of mutual concern, such as those with other Directorates involving overseas administration and travel.

Management Staff

Provides staff guidance on the preparation of Directorate programs and budgets; conducts budgetary liaison with the Office the Comptroller and DDA offices; manages Directorate planning and program evaluation activities.

Career Management Staff

Recommends policy, provides advice and guidance to the DDA and ADDA, and acts as focal point for all personnel matters affecting the Directorate. Serves as the Career Management Office for all MG and M careerists, making recommendations regarding training and assignments as well as providing guidance and staff support to the various evaluation/promotion panels and boards. Coordinates Directorate training matters. Coordinates all Directorate clerical functions.

Equal Employment Opportunity Staff

Develops and initiates programs and efforts that are designed to aid the career development of DDA employees, especially those who are in unfair or disadvantageous employment positions because of their race, sex, religion, national origin, language, or physical handicap.

Information Officer

Advises the DDA and the ADDA on all matters pertaining to information management. Serves as DA Records Management Officer with responsibility for administering specific records management programs required by Title 44 USC and described in [redacted] Serves as focal point for all FOIA, PA and EO requests received by the DA. Also serves as the DA Litigation Officer and ADP Control Officer.

Safety Staff

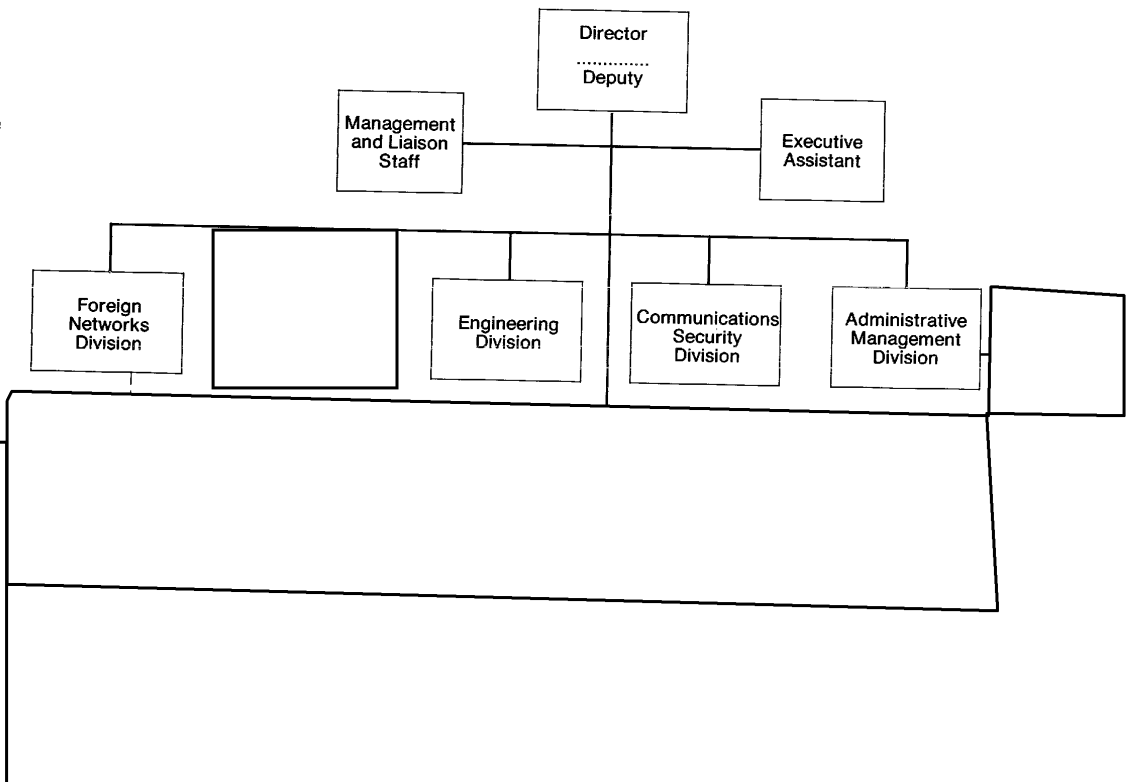
Responsible for establishing and maintaining an effective and comprehensive occupational Safety and Health Program to assure safe and healthful working conditions for Central Intelligence Agency employees. The Program is conducted in accordance with provisions of the Occupational Safety and Health Act, Executive Order 12196 and Title 29, Code of Federal Regulations, Part 1960, all of which are cited in [redacted]

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Office Of Communications

Coordinates Agency communications security requirements, conducts liaison with the National Security Agency on specialized COMSEC requirements, issues and controls cryptographic material, implements the Agency's emanations security program for all electronic and electromechanical equipment used to process classified information. (S)



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Executive Assistant

Provides support to the Director of Communications with regard to the overall direction of the Office and performs other special tasks as may be assigned.

Management and Liaison Staff

Organizes and manages the acquisition, distribution, and use of Office of Communications (OC) resources; tracks requirements levied on OC and the OC response thereto; oversees the integration of new functions into the network; develops appropriate network architectural plans; assists the Director of Communications in representing Agency communications needs and capabilities both inside and outside the CIA.

Plans, Programs and Budget Group (MLS)

Develops a unified Office program, reviews established programs and budgets, analyzes program and budget changes and new program and budget requirements, and recommends adjustments to assure meeting priority needs. Responsible for annual budget and performance evaluation efforts.

Foreign Networks Division

Plans and implements programs and activities as required to establish, manage, and regulate overseas networks for command, record, and secure voice communications

Prepares and disseminates communications procedures and instructions and provides technical and logistical support for the overseas staff communications network. (S)

Administrative Management Division

Formulates OC personnel management policy and evaluates the effectiveness of those policies.

Plans, develops, coordinates, and administers support programs and services for OC components at Headquarters, the U.S. field, and overseas. These support programs and services include finance, personnel, logistics (non-technical), cover, security (non-crypto), records management, and document handling and control.

Engineering Division

Plans, designs, programs, budgets, procures and implements all new communications systems and equipment required to provide a reliable and secure Agency communications network.

Provides continuing technical guidance, support, liaison, and coordination for the engineering of all domestic and overseas staff communications activity.

Provides continuing technical and logistical support for the staff communications network as required.

Communications Security Division

Establishes, executes, and enforces communications security policies and programs to provide crypto-security transmission security, and emission security for Agency telecommunications and information processing activities.

Performs TEMPEST/EMSEC testing and COMSEC evaluation of all electronic and electromechanical equipment used for processing classified information. Manages the OC Safety and Health Program.

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Office of Data Processing

Overall Functions

Advises the Director and staff on matters pertaining to information resource management.

Provides centralized information processing services to all components of the Agency.

Reviews and approves Agency proposals for the acquisition of information processing resources such as computer and word processing equipment, services, and computer software.

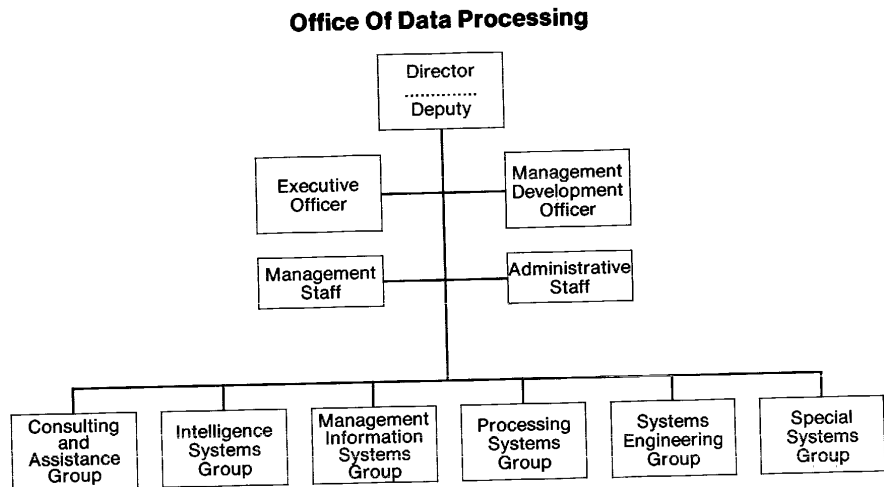
Operates three major computer centers providing facilities and services for electronic mail, large capacity batch processing, interactive computer processing through remote terminal networks, data base management, and online information storage and retrieval.

Performs analyses of Agency requirements for ADP services, designs and develops new computer applications, and performs maintenance and production control of completed application systems.

Develops information systems security policies for ADP systems in coordination with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community. Implements established information systems security measures for ODP systems.

Develops dedicated special-purpose information processing systems to satisfy unique requirements.

Develops, coordinates, and conducts ADP training programs to meet certain Agency-wide requirements.



Executive Officer

Serves as ODP office manager performing a wide range of administrative, representational, briefing, and special project-oriented tasks for the Director, ODP.

Management Development Officer

Focuses on the development and use of management skills and techniques in accomplishing ODP's policy of people-oriented management. Serves as Career Development Officer.

Administrative Staff

Provides support for personnel, logistics, document control, travel, records management, area and personnel security, and other ad hoc administrative functions.

Management Staff

Coordinates short- and long-range planning, budgeting and programming. Develops, coordinates, recommends, and promulgates office policy. Reviews Agency proposals for the acquisition of information processing equipment, software, and services. Provides information systems security assistance and guidance.

Consulting and Assistance Group

Acts as the initial point of contact on a variety of services for anyone seeking help with automated information management questions. The support includes consultation, training, and a number of system access and data base management services as well as data conversion and output distribution.

Intelligence Systems Group

Responsible for Project SAFE (Support for the Analysts' File Environment) and other Agency development projects with capabilities similar to SAFE.

Management Information Systems Group

Designs, develops, maintains, and enhances management information systems and other systems as assigned by the Director of Data Processing.

Processing Systems Group

Designs, maintains, and ensures access to reliable ODP computer centers, data access centers, computer terminal hardware, and word processing equipment.

Systems Engineering Group

Provides computer systems software and software engineering services in support of ODP computer centers and Agency components.

Special Systems Group

Responsible for Project CAMS (COMIREX Automated Management System) and other information systems as assigned by the Director of Data Processing.

Office of Finance

Overall Functions

Satisfies the statutory responsibilities of the DCI for Agency financial activities other than for budgetary responsibilities of the Comptroller.

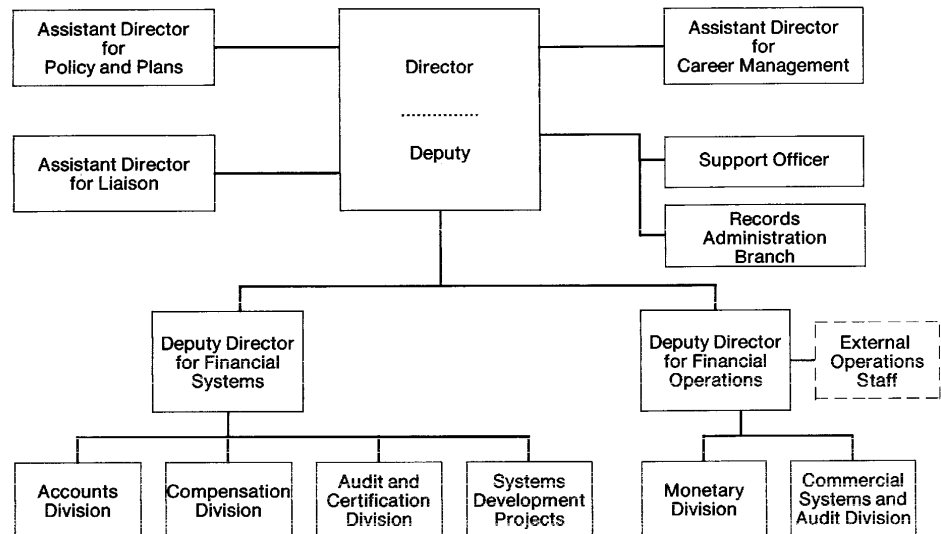
Develops, maintains, and operates an Agency financial system to reflect and report on the status, use, and accountability for all funds, property, and other assets for which the DDCI is responsible.

Recommends fiscal policies and establishes procedures for their implementation.

Furnishes technical guidance and assistance to Agency officials in all matters of finance and accounting policy.

Provides professional finance personnel for Agency components.

Office Of Finance



Assistant Director for Policy and Plans

Assists and advises the Director of Finance in the day-to-day management of the Office of Finance as it relates to policy, planning, systems, and evaluations; develops and recommends Agency fiscal policies and procedures; furnishes technical guidance and assistance to Agency officials in all matters of financial and accounting policy; conducts reviews and evaluations of current and proposed accounting systems to assure the integrity and currency of Agency fiscal policies and procedures; develops and maintains small systems applications, including the Field Accounting System (FAS); serves as Chairman, Travel Policy Committee, providing secretariat and technical advisory functions.

Assistant Director for Liaison

Establishes and maintains liaison with other Federal agencies to facilitate inter-agency financial negotiations; exercises control over transfers of funds to and from other agencies; issues allotments for use of such funds.

Assistant Director for Career Management

Responsible for overall management of the finance subgroup (MF). Responsible for the application and functioning of the Agency's personnel program within the OF; hires new personnel, plans utilization and development of MF employees; career counsels employees; serves as technical advisor and administrator of the MF subgroup performance appraisal panel system; serves as staff advisor on all personnel matters.

Support Officer

Implements and performs administrative support activities in the fields of budget and finance, security, and logistics.

Records Administration Branch

Responsible for development, administration, and control of records management.


Deputy Director for Financial Systems

Responsible for administering and maintaining the centralized financial and property accounts and reporting for the Agency; conducting overt and covert payrolling activities for Agency personnel; the audit and certification of claims, vouchers, and accountings; for management and oversight of major financial systems development, application and certain maintenance function; serves as Chairman of the Overpayments Review Board.

Accounts Division

Establishes and maintains the official Agency records of Account; monitors financial accounting operations of field installations; analyzes and evaluates financial data; issues financial management reports.

Compensation Division

 maintains individual retirement records and accounting controls over disposition of retirement funds (CSRDS and CIARDS); investment of CIARDS funds; computes and pays CIARDS annuities. (C)

Audit and Certification Division

Audits and certifies claims, accountings and requests for advances not processed by decentralized certifying officers; provides technical guidance for decentralized certifying officers; reviews and approves administrative plans or fiscal annexes for subsidy projects; serves as central clearance point for separating personnel.

Systems Development Projects

Responsible for the development, application and certain maintenance functions related to major systems including ACIS, LIMS, FMS and BARS.

Deputy Director for Financial Operations

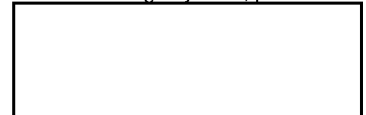
Responsible for the developing and establishing requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents; auditing procurement contracts; providing operational and functional support to decentralized Budget and Finance offices. Serves as Chairman of the Board of Review for Shortages and Losses.

External Operations Staff

Provides the technical and substantive expertise and advice and assistance in resolving problems arising from the broad spectrum of decentralized financial operations.

Monetary Division

Provides for custody, receipt, and disbursement of Agency funds; provides



Commercial Systems and Audit Division

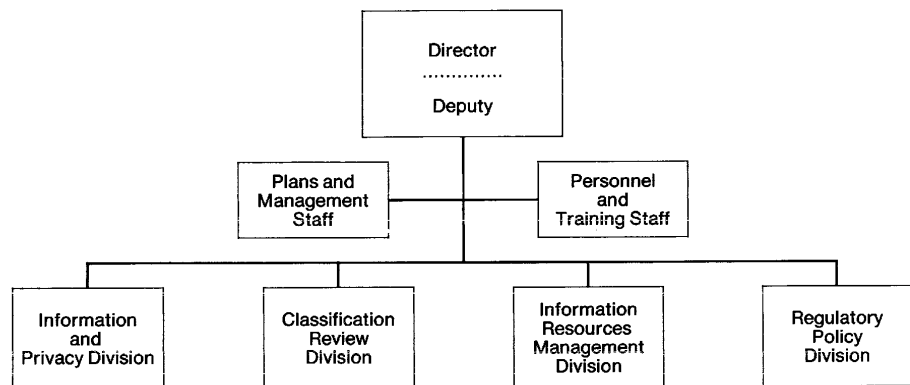
Responsible for audit of contract claims for payment or settlement, including research and development and production contracts; performs surveys of contractors' accounting system; performs cost analyses of contractors' proposals prior to the execution of the contract.

Office of Information Services

Overall Functions

Responsible for planning and managing the Agency Information Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order 12356 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

Office Of Information Services



Office of the Chief

Designated the Agency Security Classification Officer, Agency Declassification Officer, Agency Information Management Officer, Agency Archivist, the focal point for contact with the Information Security Oversight Office, and the officer responsible for liaison with the National Archives and Records Service and its Office of the Federal Register, and with the Office of Information Resources Management. The Director of Information Services also conducts liaison with other Government agencies on information management and information security program matters and responds to public inquiries on information security program regulations published in the *Federal Register*.

Information Resources Management Division

Directs the Agency Information Management Program which provides for controls over the creation, maintenance, use, and disposition of all Agency information; develops and encourages the application of standards, procedures, and techniques designed to improve information management; ensures the maintenance and security of information of permanent value; and facilitates the segregation and disposal of information of temporary value. IRMD also is responsible for the classification provisions and general administration of the Agency information security program as required by Executive Order 12356, for preparing the Agency National Security Classification Guide in coordination with other Agency components, and for managing the Agency's Top Secret collateral control program.

Information and Privacy Division

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory provisions of Executive Order 12356. IPD reviews the requests to determine if sufficient information has been provided to initiate a records search; acknowledges receipt of requests within statutory time requirements; assigns records search and review tasks to appropriate Agency components; prepares responses to requesters with the assistance of components that maintain the requested records; assesses processing fees or waives fees as appropriate; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive order.

Classification Review Division

Serves as the focal point in the Agency for the classification review of permanent record material over which the Agency has classification jurisdiction. CRD develops guidelines for the systematic classification review of CIA material 30 years old or older located in the permanent records of other U.S. Government agencies, and maintains liaison with these agencies on classification and declassification matters. CRD also reviews manuscripts submitted to the Agency for classification approval, information involved in public information release programs, and materials required by court subpoenas or the Congress, and reviews internally generated materials such as summaries of Agency Employment.

Regulatory Policy Division

Manages the Agency regulatory system on behalf of the Deputy Director for Administration. RPD is responsible for the processing, coordination, publication, and distribution of all headquarters and field regulations, handbooks, notices, and employee bulletins. This responsibility includes developing and maintaining editorial standards, working directly with initiators and coordinators of regulatory issuances to resolve substantive differences, ensuring that time limits established for completing the regulatory process are adhered to, and preparing coordinated regulatory issuances for approval by the Director of Central Intelligence, Deputy Director for Administration, and by the Deputy Director for Operations for field issuances.

Office of Logistics

Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities: establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; operation and maintenance of the Headquarters Building complex; printing, photography, mail and courier, transportation and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

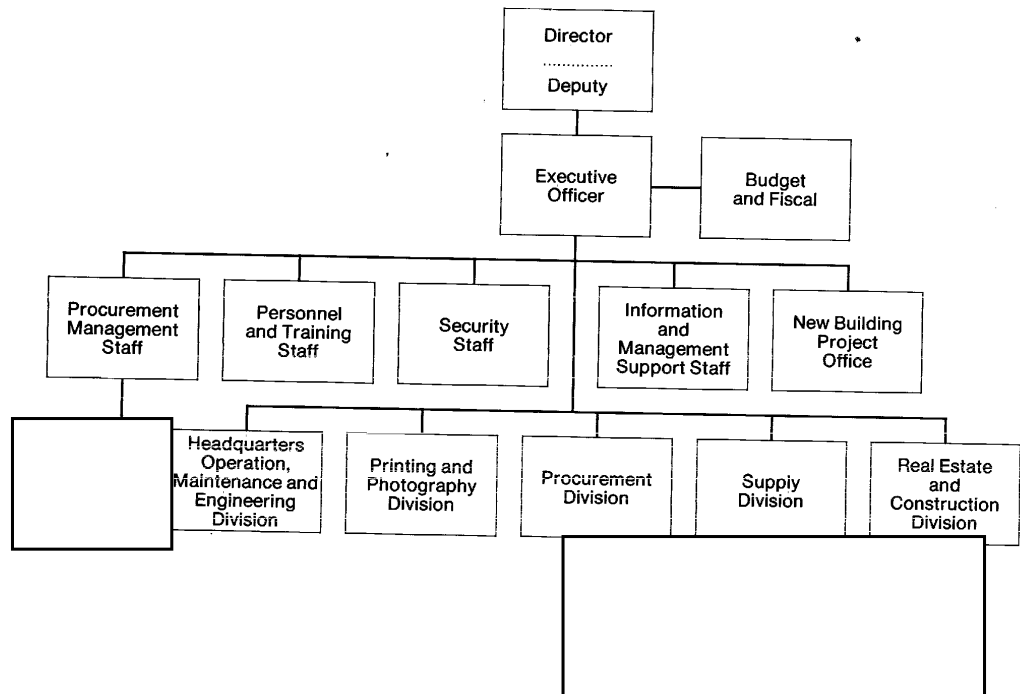
Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics support to Agency domestic and overseas facilities.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA), which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

Office Of Logistics



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Logistics Management

Directs and supports the personnel assigned to the Logistics career service and to the staffs and operating divisions of the Office of Logistics (OL). Five staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation and centralized control of ADP applications; and operate a contract information system, perform security inspections of contractor facilities, monitor and control the OL budget and procurement allotments, handle all personal property claims by Agency employees, and monitor equal employee opportunity within OL.

New Building Project Office

Provides the conceptual design and planning for consolidating Agency Metropolitan Washington area facilities. Provides centralized management for all aspects of the New Building including development of a space assignment and interior layout plan; a management plan to control schedules, and budgets associated with communication, ADP, and security systems; an integrated logistics support plan for operation and maintenance, and working hour and parking management strategies necessary to the operation of the expanded Headquarters facility.

Headquarters Operation, Maintenance and Engineering Division

Provide administrative support to Agency facilities in the Headquarters area. Functions include mail and courier services; motor pool operations; classified waste disposal; distribution of supplies; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; vehicle armoring; and monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters compound.

Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative printing and photography are met through the operation of a central printing plant that ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audio visual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids; and administration of an Agency-wide copier management program.

Procurement Division

Exercises technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities. Effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Provides contract and procurement guidance to Agency field stations, as required. (C)

Supply Division

Provides materiel support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, including contingency reserves

Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Provides architectural and engineering services including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas requirements. Coordinates legal, cover, and security aspects of real property transactions with appropriate Agency components. (C)

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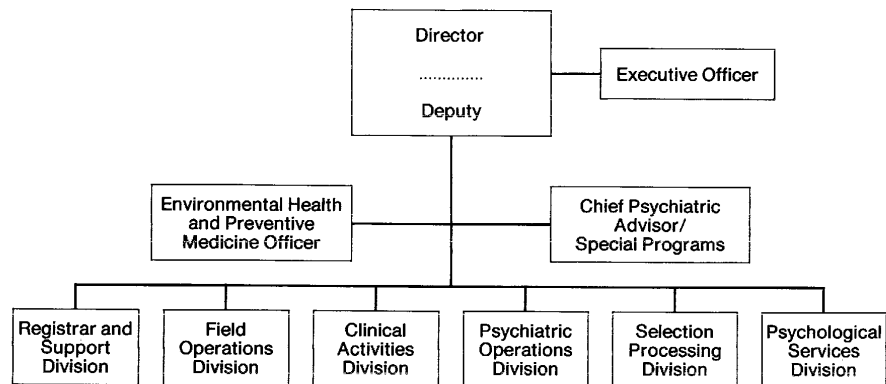
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Office of Medical Services

Overall Functions

Plans, develops, implements, and directs the Agency domestic and overseas medical support program.

Office Of Medical Services



Office of the Director

Provides direction and control of Agency medical programs. Directs, reviews, evaluates, and adjusts the foreign and domestic medical programs as necessary to meet the Agency's operational requirements, including furnishing medical personnel and supplies and providing medical facilities at foreign and domestic stations.

Develops and implements new medical programs and policies in support of Agency activities.

Exercises policy control over medical support programs and personnel for the Agency.

Provides an organizational, technical, and physical environment in which a high quality of comprehensive health services programs can occur in a responsible, dignified, and efficient manner.

Executive Officer

Provides executive management, direction, and coordination for OMS. Assists D/OMS in implementing administrative policies and procedures.

Environmental Health and Preventive Medicine Officer

Serves as the designated Agency Health Officer and is tasked with responding to employee occupational health complaints, as well as with identifying, evaluating, and developing OMS policy on broader health problems within the Agency.

Responsible for the evaluation of ongoing medical programs within OMS and the formulation of policy on examinations, immunizations, and other aspects of general preventive medicine.

Chief Psychiatric Advisor/Special Programs

Acts as the principal psychiatric advisor to the D/OMS. Supervises all special programs as directed by D/OMS.

Registrar and Support Division

Provides the traditional administrative, financial, personnel, logistical, registry and records management support to OMS.

Provides medical administrative support to OMS and the Agency, which includes the development, analysis, maintenance, and use of medical records.

Serves as the focal point for requests for medical information under the FOIA and Privacy Act.

In coordination with ODP, develops and supports the medical and administrative ADP functions of OMS.

Field Operations Division

Provides medical support outside the Washington area and overseas. Arranges special medical evaluations/care abroad.

Provides medical support outside the Washington area and overseas. Arranges special medical evaluations/care abroad.

Coordinates and arranges training for OMS personnel. Trains Agency personnel in first aid, CPR, and special projects.

Clinical Activities Division

Conducts comprehensive programs in clinical medicine, health education, emergency health care, and clinical diagnostic and preventive psychiatric care. Provides emergency medical care for on-the-job injuries and illness, including diagnostic and treatment procedures when appropriate. Conducts physical examinations, e.g., PCS and TDY, fitness-for-duty, and other special medical evaluations on employees.

Provides immunization services, including allergy desensitization injections for employees.

Supervises the medical and administrative functions of all dispensaries/health units in Headquarters and other selected Agency buildings.

Provides alcoholism prevention and rehabilitation services to employees and their immediate families.

Psychiatric Operations Division

Selection Processing Division

Conducts comprehensive clinical and psychiatric evaluations on all applicants and adjudicates their medical eligibility for Agency employment. Evaluates all dependents who are returning from overseas or who are projected for future overseas assignments and updates all immunizations.

Conducts daily sick call and desensitization injections on a scheduled basis.

Psychological Services Division

Conducts a program of psychological services and research to support and enhance the Agency's utilization of its human resources.

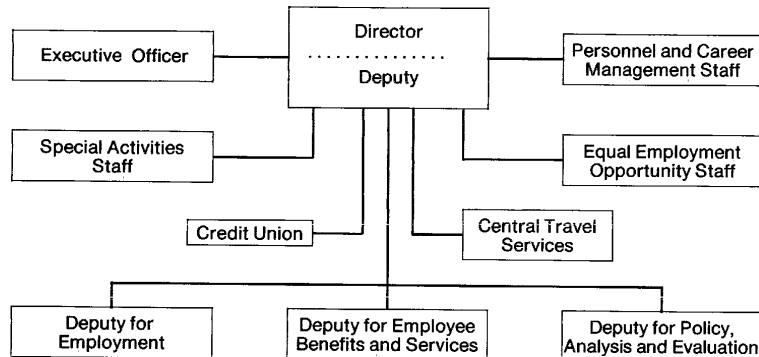
Provides a full range of psychological support through assessment and testing, counseling, organizational consulting services, job-performance research, and human factors support to codeword project.

Office of Personnel

Overall Functions

Develop and recommend Agency policies, standards and procedures for position management; guide and evaluate personnel management programs and actions by Career Services and operating components; authenticate, record and report Agency position requirements and personnel transactions; operate an Agency recruitment program nationwide; and operate central benefits and services programs of common concern, including supervision of and guidance to the Agency Credit Union operators.

Office Of Personnel



Executive Officer

Responsible for Office of Personnel logistical and financial administration; budget formulation and coordination; program planning and review; and day-to-day management of the Office of the Director.

Special Activities Staff (SAS)

SAS is responsible for providing advice and guidance to Agency officials regarding the applicable policies and procedures for handling problem cases, including cases of marginal or unsatisfactory performance, surplus cases, suitability and disciplinary cases, and such others as may result in "adverse actions" as far as the employee is concerned. SAS is also responsible for representing the Director of Personnel on the Overseas Review and the Applicant Review Panels as well as acting as Executive Secretary to the Personnel Evaluation Board.

Personnel & Career Management Staff

Responsible for providing advice to OP management on issues relating to the personnel management of the MP Career Sub-Group. Selects candidates for OP/Personnel Management Committee (PMC) and consideration for staffing of MP positions Agency-wide; provides administrative support to the PMC and nine evaluation panels; maintains liaison with OT & E and DDA/CMS regarding internal and external training programs and the selection and enrollment of participants, and provides information, guidance and counsel to personnel careerists.

Equal Employment Opportunity Staff

Develops and manages the Agency's equal employment opportunity and affirmative action programs. Implements Agency policy to prohibit discrimination based on age, color, handicap, race, national origin, religion, or sex. Develops and manages special emphasis programs for the recruitment and advancement of minorities and women. Manages a discrimination complaints system for all employees and applicants.

Central Travel Services

Responsible for a centralized employee travel, relocation and travel accommodating function including both pre-travel processing and post-travel financial accounting and auditing.

Employment

Responsible for the recruitment, processing, and entry of Agency employees, both full- and part-time. Operates overt recruitment offices in a dozen major cities across the Nation, maintaining year-round contacts with college placement offices and faculties and advertising Agency personnel needs in universities and in leading newspapers. Coordinates its field operations with recruitment activities of Agency components.

Employee Benefits and Services

Responsible for program management and administration of employee benefits and services, retirement-related activities, allowances, personal services contracting. Included are several key statutory and Agency-unique benefits programs, e.g., the CIA Retirement and Disability System (CIARDS), the Federal Employees Health Benefits Act (FECA), the Federal Employees Health Benefit Program (FEHBP), the Federal Employees Group Life Insurance Program (FEGLI) and the Agency's overseas medical program. Services encompass insurance, casualty assistance, protocol and awards, employee recreation activities, and employee assignment assistance and exit processing.

Policy, Analysis, and Evaluation

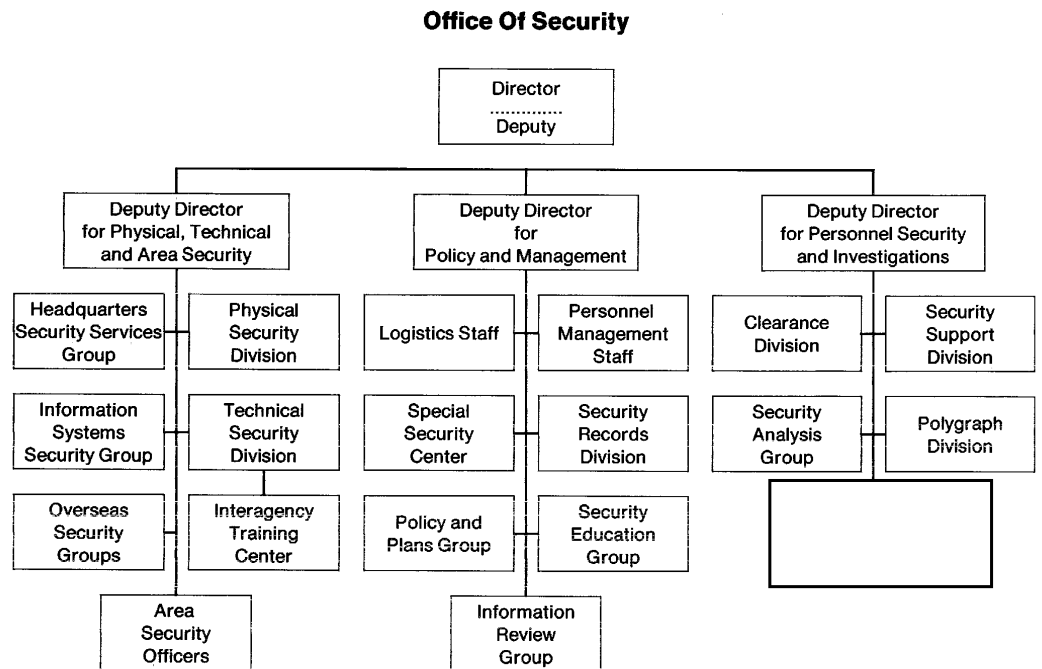
Responsible for administering the Agency position management, classification, and compensation program, including the conduct of periodic surveys to ensure the currency of individual position evaluations and the position structure as a whole. Developing and recommending policies, standards, and procedures for personnel management in the Agency; conducting research and making statistical and analytical studies pertinent to Agency personnel management. Advising and assisting Heads of Career Services and Operating Officials on matters of personnel management; evaluating the personnel and career management programs and activities of the Career Services. Maintaining official current and historical personnel records and a reporting system to serve Agency managers. Administering the Senior Intelligence Service (SIS) program.

Office of Security

Overall Functions

Develops, maintains and conducts worldwide security program to protect Agency personnel, facilities, information and activities against hostile penetration in the U.S. and overseas.

Provides security guidance and services of common concern to other Intelligence Community agencies.



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Deputy Director For Physical, Technical and Area Security

Headquarters Security Services Group

Provides for the security protection of Agency facilities and personnel in the Washington Metropolitan area through oversight of the GSA Federal Protective Service in the outlying buildings and by direct supervision of the CIA Security Protective Service at Headquarters and NPIC. Maintains the 24-hour, 7-day a week Security Duty Office, Badge Office, visitor control, and escort and safekeeping equipment programs.

Information Systems Security Group

Conducts the Agency's computer and micrographics security program.

Overseas Security Groups

Provides comprehensive security support to overseas Agency installations and personnel. (C)

Physical Security Division

Conducts a comprehensive protection program for Agency personnel and facilities worldwide. Conducts appropriate security inspections, surveys and/or audits of Agency facilities and of major Agency industrial contractors' facilities.

Technical Security Division

Designs, tests, evaluates and installs systems for the safekeeping of official data and for entry control of sensitive areas. Conducts a worldwide technical surveillance countermeasures inspection, detection and prevention program. (C)

Interagency Training Center

Operates, for the Intelligence Community, a center [redacted]

Area Security Officers

Security Officers are assigned to selected Agency components to provide on-site policy guidance and support assistance on security matters.

Deputy Director For Policy And Management

Logistics Staff

Provides general logistics support to the Office of Security.

Special Security Center

Supports the Intelligence Community concerning compartmented information security matters and assures implementation of related policy standards.

Policy and Plans Group

Provides staff support for the coordination and formulation of security policy and plans. Provides finance support and budget guidance for the Office of Security.

Personnel Management Staff

Provides general personnel and career management support to the Office of Security.

Security Records Division

Operates the central file facility for the creation, processing and maintenance of security records and for the controlled dissemination of information contained in them to Agency components and other U.S. Government agencies.

Security Education Group

Conducts a comprehensive briefing and training program aimed at raising the level of security awareness of Agency personnel.

Information Review Group

In response to the Agency's Information and Privacy Coordinator, processes for release security information which has been requested pursuant to Executive Order 12356, the Freedom of Information Act and the Privacy Act.

Deputy Director For Personnel Security and Investigations

Clearance Division

Performs security evaluation of applicants for Agency employment and other individuals being considered for CIA clearance or approvals.

Security Analysis Group

Operates a counterintelligence research program to inhibit, prevent or detect any penetration or provocation from foreign intelligence organizations against Agency employees or those persons having access to Agency classified information or facilities. (C)

Security Support Division

Provides briefing and guidance programs as well as an immediate response capability for a variety of security and cover-related problems incurred by Agency employees involved in both official and relevant personal activities. Conducts the Agency's reinvestigation program. (C)

Polygraph Division

Conducts the Agency's polygraph program as applied to applicants, employees, industrial contractors, facility access cases [redacted] requirements.

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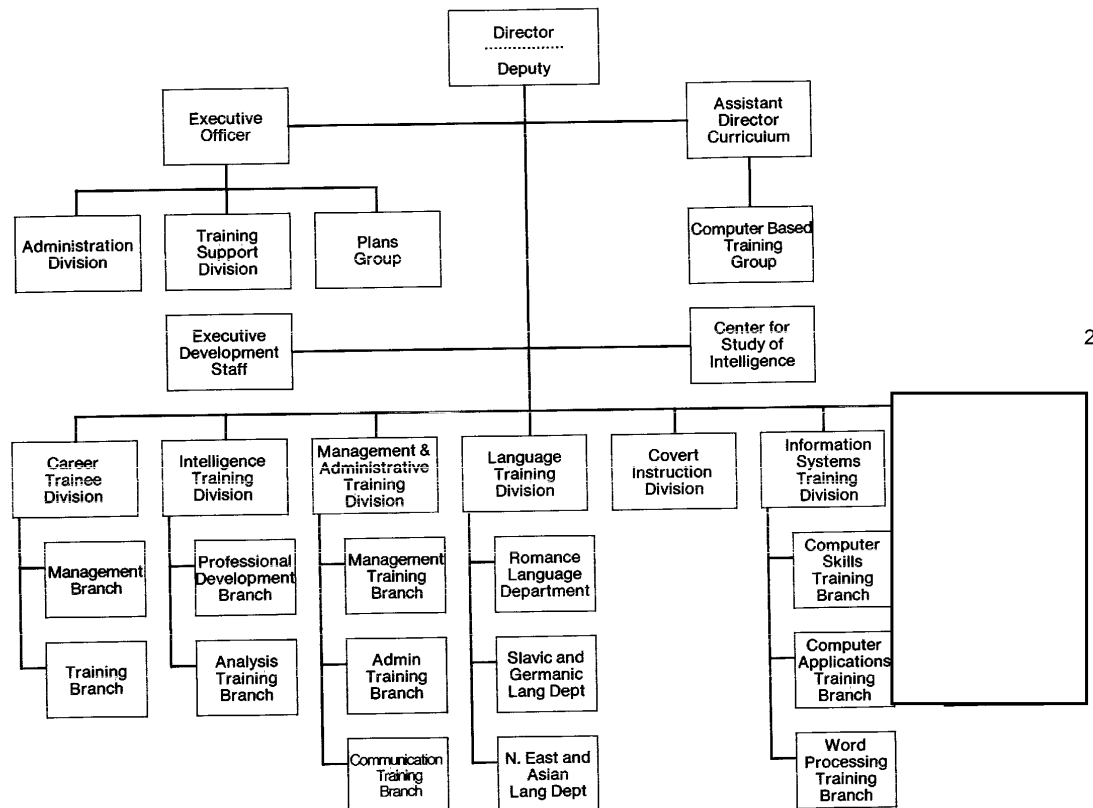
Office of Training and Education

Overall Functions

Develops, coordinates, and conducts courses and programs which range from orientations to advanced skills on subjects of intelligence analysis, area studies, management, administrative, information science, agency systems, operations, and foreign languages. OTE manages the Agency's Career Training Program, Executive Development Program, Guest Speaker Program, Language Incentive Program and the after-hours Off-Campus Program affiliated with the University of Virginia.

In addition to the approximately 120 (excluding language training) internal courses, OTE administers Agency-sponsored external training and ensures that requests for training at non-CIA facilities comply with Title 5 of the U.S. Code. The Training Selection Board approves and funds the nomination and attendance of qualified employees at senior officer schools and certain executive leadership programs. Visits by non-Agency groups to CIA for specified briefings and orientations are coordinated through OTE.

Office Of Training And Education



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Executive Officer

Responsible for the effective general management of OTE on a daily basis and supervises the activities of the Training Support Division, Administrative Division, and Plans Group.

Administration Division

Responsible for the support functions of OTE: personnel, security, logistics, and budget and finance.

Manages the OTE Library and the CIA Self-Study Center. Provides video and multi-media resources and support to OTE training courses.

Training Support Division

Handles the administrative support for all CIA external training and the Agency's Off-Campus Program. Maintains the computerized Agency Training System, training, statistics, and centralized registrations for all OTE-conducted courses with the exception of language training. Allocates OTE classroom space and publishes the training catalog, course schedules, and *Notes to Training Officers*.

Plans Group

Provides planning support to the Director of Training and Education. Serves as a focal point for OTE-wide special projects, strategic planning, systems development, information handling and budget preparation.

Assistant Director of Training for Curriculum

Develops and evaluates OTE's training programs and is responsible for substantive liaison with Agency and Intelligence Community training elements.

Chairs the Curriculum Committee, the Directorate Senior Training Officer's meetings, and the inter-directorate computer-based training group. Supervises the OTE Computer Based Training Group.

Executive Development Staff

Conducts instruction designed to enhance the development of the Agency's senior managers. Presents a Core Course for all new SIS officers, plus a series of short seminars and workshops.

Center for the Study of Intelligence

Publishes the *Studies in Intelligence*, sponsors research projects and conferences which focus on the profession of intelligence, and manages the Agency's Guest Speaker Program and the Inter-directorate Seminar.

Career Trainee Division

Administers the Agency-wide Career Trainee Training Program. Conducts introductory training for all Career Trainees and arranges other training appropriate for each Career Trainee's developmental needs. Arranges interim assignments in offices throughout the Agency to provide on-the-job training experience for Career Trainees. Monitors each Career Trainee's progress throughout the year-long program and provides advice and career guidance during the course of their training.

Intelligence Training Division

Conducts training activities which range from orientation and general courses for

new, middle- and senior-level employees; to specialized training for overseas assignment. Presents an extensive program in analysis training as well as a variety of courses which focus on area studies.

Management and Administrative Training Division

Responsible for conducting instruction designed to enhance supervisory and management skills of Agency employees. Courses cover technical subjects, administrative procedures, interpersonal skills, management skills, oral and written communications, and records management skills.

Language Training Division

Provides full-time and part-time instruction in more than 20 foreign languages. Implements an extensive language proficiency program and works to establish national and governmental testing standards. Administers the Agency's Language Incentive Program.

Covert Instruction Division

Presents tutorial operations training for individuals who cannot attend the formal training programs offered by the Operations Training Division. Primary

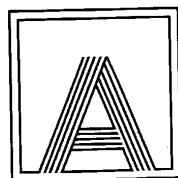
Information Systems Training Division

Responsible for Agency-wide computer skills training for non-data processing personnel. Teaches basic word processing skills to new Agency employees. Conducts courses on various special-

ized computer-based management information systems for the Agency and Intelligence Community. Presents seminars and short courses on special computer-related topics of interest to users. Supervises the activities of the Chamber of Commerce Data Access Center.

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